

**Office Use Only**

Status \_\_\_\_\_

Serial# \_\_\_\_\_

**APPLICATION FOR ASSISTED LIVING ADMINISTRATOR LICENSE  
RENEWAL  
BY LICENSED NURSING HOME ADMINISTRATOR**

ALA License # \_\_\_\_\_ Expiration Date of ALA License \_\_\_\_\_

NHA License # \_\_\_\_\_ Expiration Date of NHA License \_\_\_\_\_

In accordance with Rule 135-X-7-.01(10) of the Alabama Administrative Code, I hereby make application for renewal of my license as an assisted living administrator with the Alabama Board of Examiners of Assisted Living Administrators.

Name \_\_\_\_\_  
Last First Middle

Current Mailing Address \_\_\_\_\_  
Street / P.O. Box

\_\_\_\_\_  
City State Zip Code

Telephone Number with Area Code (Home) \_\_\_\_\_

During the last year, have you been convicted of a felony or misdemeanor (other than minor traffic violation); entered a plea of guilty; entered a plea under a first offender provision, been a defendant in a malpractice claim or had a professional license or membership sanctioned either publicly or privately?

☐ **NO**    ☐ **YES**    If YES, attach copy of relevant documents.

I currently have responsibility for the administration of the following assisted living facility:

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Telephone with Area Code

Please check the appropriate statement:

- ☐ (a) I am the administrator of record for the above listed facility.
- ☐ (b) I am not the administrator of record, but I do have responsibility for administration of the above listed facility.

I understand that I will pay an annual administrative fee of \$75.00 in order to renew my Assisted Living Administrator license from the Board of Examiners of Assisted Living Administrators. I also understand that (1) this A.L.A. license shall become void if ever my Nursing Home Administrator license becomes void and (2) that this A.L.A. license shall become "inactive" if I no longer have responsibility for administration of an assisted living facility.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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To receive your Assisted Living Administrator license renewal card, please return this application along with:

- ☐ A copy of your NHA license renewal card
- ☐ A check in the amount of \$75.00 (administrative fee) made payable to BOE ALA.
- ☐ A copy of the State license of the assisted living facility for which you have administrative responsibility *(if different from initial license application)*

**Mail the application and exhibits prior to the expiration date  
of your current Assisted Living Administrator license to:**

Alabama Board of Examiners of Assisted Living Administrators  
5921 Carmichael Road  
Montgomery, AL 36117